

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN LUIS OBISPO



EMPLOYMENT OPPORTUNITY

Court Reporter -Open Recruitment- (full time)

Final Filing Date: Until Filled

\$29.49—\$36.75 Hourly Salary

Relocation Expenses reimbursed up to \$5000.00

THE LOCATION

The Superior Court of California, County of San Luis Obispo, serves the public in three locations; Grover Beach, Paso Robles and San Luis Obispo. The main courthouse is located in the City of San Luis Obispo. This picturesque community offers both a wide range of cultural and recreational activities along with the historic charm of the Mission San Luis Obispo de Tolosa, founded in 1772. Beachfront communities of Morro Bay, Shell Beach and Pismo Beach are all within 15 miles of the courthouse. North San Luis Obispo County offers warmer temperatures, rolling hills and a flourishing wine industry.

THE COURT

The Superior Court of California, County of San Luis Obispo, is a locally based state agency, governed by the judges and guided by policies set forth by the California Judicial Council. Concerted efforts in the area of community focused strategic planning have allowed the court to continue and maintain a commitment to excellence in the administration of justice. The judiciary, under a single presiding judge, hears all cases filed with the court. The court is comprised of eleven judicial positions and four commissioners, all of whom serve the citizenry of San Luis Obispo County.

The Superior Court of California, County of San Luis Obispo is seeking a Court Reporter to prepare and transcribe official verbatim recordings of court proceedings using machine shorthand. Court Reporters must be certified by the State of California as a Certified Shorthand Reporter and are required to complete transcripts within the time standards set by law.

TYPICAL TASKS

- Record verbatim testimony and court proceedings using an accepted method of machine shorthand.
- Request clarification of instructions, orders or other actions to properly note the official record.
- Prepare and read back all or portions of the official court proceedings upon instruction from the judge.
- Prioritize requests for transcripts in order to meet legal deadlines.
- Prepare printed and/or magnetic media transcripts using computer-aided transcription software.
- Review and certify printed transcripts of court proceedings.
- Explain terminology, procedures and regulations related to transcription, billing and collecting.
- Organize and maintain a variety of electronic and paper files.
- Keep accurate records related to files, storage and billing.
- Obtain supplies and maintenance for own equipment.
- Maintain current knowledge of State regulations related to court reporting.
- Contact law enforcement agencies, laboratories and others regarding spelling of names of personnel, slang, testing procedures, curriculum vitae, etc.

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO

COURT REPORTER

BENEFITS

Retirement:

All permanently appointed court employees are enrolled in the Court's independent 2% at 55 retirement plan, contributed to by both the employer and the employee.

Medical/Dental/Vision:

The Court offers vision, dental and medical options in a cafeteria benefit plan. The Court contributes a fixed amount into the cafeteria benefit plan.

Holidays & Time off:

Each permanently appointed court employee receives thirteen paid holidays and one personal leave day.

Vacation leave is accrued at the following rate:*

Years of service:

1 - 4	10 days a year
5 - 9	15 days a year
10 +	20 days a year

*Capped at 240 hours.

Sick Leave: 12 days of sick leave per year with a maximum accrual of 260 days.

Other benefits include: \$30,000 life insurance policy with the option to purchase additional supplemental coverage; long term disability insurance; optional tuition re-imbursement of \$250/fiscal year; automatic enrollment in an employee assistance program; and optional participation in a (457b) deferred compensation program.

MINIMUM QUALIFICATIONS

- Possess and maintain a certificate and be in good standing as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code Section 69942.
- Equivalent to graduation from the twelfth grade.

Two years of experience as a Court Reporter in a municipal or superior court jurisdiction is highly desired.

Real-Time Certification (CCR) may be required at a future date.

APPLICATION

A Superior Court application accompanied by a letter of intent and a copy of a transcribed court proceeding must be completed in order to be considered for employment. Resumes may be included but will not be accepted in lieu of the application form. A complete job description and application form are available online at www.slocourts.ca.gov or by calling (805) 781-5146. Faxed applications are not accepted.

Please submit completed application to:

**San Luis Obispo Superior Court
Attn: Human Resources
1120 Mill Street, Suite B
San Luis Obispo, CA 93408**

Final filing date: **Until Filled**

SELECTION

The selection process consists of an initial review of application documents to ensure that minimum qualifications have been met. In order to establish a pool of the most qualified candidates, subsequent screenings may be conducted on submitted application materials. Top ranked candidates will then be invited to participate in an interview. All applicants will receive written notification of their status in this recruitment. The Court does not discriminate against the disabled. Please contact Human Resources if you require special accommodation.